

Internship Announcement Number: 2022-I03

Foreign National Student Intern (Tokyo/Public Affairs Section)

Amendment: The closing date is extended.

OPEN TO:	Undergraduate/Graduate student (non-U.S. citizens) Applicants must meet the definition of student (see Appendix), must be at least 18 years old at the time of participation in the program and must be either citizens or permanent legal residents of Japan.
POSITION:	Student Intern
OPENING DATE:	September 12, 2022
CLOSING DATE:	October 3, 2022
WORK HOURS:	Part-time, minimum 4 hours a day or 15 hours a week
INTERNSHIP PERIOD:	3 - 6 months; Target starting date is November 2022.

Any student participating in the Foreign National Student Internship Program (FNSIP) is uncompensated and is not an employee of the U.S. Mission, the U.S. Department of State, or the U.S. Government. U.S. citizen students are not eligible for the FNSIP; they must apply for a different program through the State Department Student Internship Program: www.state.gov

The Digital Media Team within U.S. Embassy Tokyo's Public Affairs Section is seeking two undergraduate/graduate students, residing in the greater Tokyo area, for an unpaid internship.

MAJOR DUTIES:

Intern(s) will work with the Digital Media Team, primarily assisting with the preparation of photo and video content for the Embassy's official social media accounts on Twitter, Facebook, Instagram, and YouTube. Intern(s) will conduct research, create videos, and draft social media posts. Intern(s) may also be asked to take photos at Embassy-related events and assist with organizing and archiving photos both online and offline. Intern(s) will have opportunities to assist with pre-production, on-site production, and post-production of video content, as well as promotion of photo and video content on official social media accounts.

QUALIFICATIONS REQUIRED:

1. Proficient skills in taking video and photos using semi-pro/professional equipment is strongly encouraged.
2. Comfortable using both Windows and Mac computers.
3. Experience in editing photos and creating visual images using Adobe Lightroom and Photoshop is desired.
4. Experience in producing videos using digital video camera and relevant video editing software (Adobe Premiere Pro) preferred.
5. Fluent in Japanese and proficient in English.
6. Motivated to learn new skills and create video content.

ADDITIONAL QUALIFICATIONS DESIRED:

1. Experience in editing visual images using Adobe Illustrator.
2. Ability to translate from English to Japanese is a plus.
3. Familiarity with Canva and Flickr is a plus.

ADDITIONAL SELECTION CRITERIA:

1. All candidates for this position must submit their applications in English.

2. Applications must be received by the closing date.
3. Applicants must receive a successful security certification to participate in the program.

HOW TO APPLY:

Applicants must submit the following documents to be considered. Failure to do so may result in a determination that the applicant is not qualified.

1. Statement of interest form, which is available on our website <https://jp.usembassy.gov/jobs/student-internships/>
2. Gratuitous Service Agreement form, also available on the above site.
3. Official transcript illustrating good academic standing
4. Written permission from the educational institution.
5. Examples of photos, illustrations, designs or an online portfolio (if applicable)

WHERE TO APPLY:

Please send your application to HROTokyo@state.gov with Student Intern (2022-I03) on the email subject line.

Appendix (Definition)

Student: A student is an individual who is enrolled not less than half-time in a high school*, trade school, technical or vocational institute, junior college, college, university or other accredited educational institution. An individual who is a student is deemed not to have ceased to be a student during an interim between school years if the interim is not more than 5 months and if such individual shows to the satisfaction of the agency that the individual has a bona fide intention of continuing to pursue a course of study or training in the same or different educational institution during the school semester (or other period into which the school year is divided) immediately after the interim. ***NOTE:** To be considered for the FNSIP, students must have graduated from high school or equivalent secondary school prior to beginning the program and must be at least 18 years old. Also, there is not a break of service for purposes of this requirement if an individual is receiving academic credit for the internship, even if not otherwise taking classes.